
**Rules of
Department of Economic
Development
Division 30—Missouri Board for Architects,
Professional Engineers and Land Surveyors
Chapter 3—Seals**

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT**

**Division 30—Missouri Board for
Architects, Professional Engineers
and Land Surveyors
Chapter 3—Seals**

4 CSR 30-3.010 Official Seal of Board

PURPOSE: This rule describes the official seal of the board.

(1) The official seal of the Missouri Board for Architects, Professional Engineers and Land Surveyors shall consist of the Great Seal of the State of Missouri, minus the words The Great Seal of the State of Missouri and in substitution for which words shall be the words Board for Architects, Professional Engineers and Land Surveyors, divided by the word Missouri, all the words engraved and surrounded by a cord-like circle within a fringed circle and of the dimensions of two and one-quarter inches (2 1/4") in diameter

*Auth: section 327.041, RSMo (1986).
Original rule filed March 16, 1970,
effective April 16, 1970.*

4 CSR 30-3.020 Registrant's Seal—Architect

PURPOSE: This rule describes the format for personal seal of a registered architect.

(1) Each registered architect engineer, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal and Registered Architect on the lower part and within the inner circle shall appear the name of the registrant, together with his/her register number preceded by the Roman capital letter A.

(2) Rubber stamps, identical in size, design and content with the approved seals may be used by the registrant at his/her option.

(3) In addition to the personal seal or rubber stamp, the registered architect shall also affix his/her signature on and through his/her seal, and place the original date under the seal, at the minimum, to the original of each sheet in a set of plans, drawings, specifications, estimates, reports and other documents which

were prepared by the architect or under the architect's immediate personal supervision.

(A) When revisions are made, the registered architect who made the revisions or under whose immediate personal supervision the revisions were made shall place his/her signature on the same line next to the revision date and give an explanation of the revisions.

(B) On multiple page specifications, estimates, reports and other documents or instruments, not considered to be plans, the registered architect, when more than one (1) sheet is bound together in one (1) volume, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume. Provided further that any of the other sheets which were prepared by, or under the immediate personal supervision of another registered architect be signed, sealed and dated as provided for, by the other registered architect and any additions, deletions or other revisions shall not be made unless signed, sealed and dated by the registered architect who made the revisions or under whose immediate personal supervision the revisions were made.

(4) Plans, when submitted for the review of others such as clients or permit authorities, shall be signed, sealed and dated. If the plan is not completed, the phrase "Preliminary—not for construction" or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete. When the plan is completed, the phrase "Preliminary—not" for construction" or other disclaimer should be removed or crossed-out and the seal holder shall sign the cancellation of the disclaimer as a revision to the plan.

(5) In the instance of one (1) registrant performing design for other registrants to incorporate into his/her documents, each registrant shall seal, date and sign those documents, using the appropriate disclaimer for clarification of each registrant's responsibility.

(6) The signing and sealing of plans, specifications, reports and other documents or instruments not prepared by the architect or under his/her immediate personal supervision is prohibited.

Auth: section 327.041, RSMo (Cum. Supp. 1989). Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed April 16, 1986,

effective June 28, 1986. Amended: Filed Nov. 1, 1990, effective April 29, 1991.

4 CSR 30-3.030 Registrant's Seal—Professional Engineer

PURPOSE: This rule describes the format for personal seal of a registered professional engineer.

(1) Each registered professional engineer, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal and Registered Professional Engineer on the lower part and within the inner circle shall appear the name of the registrant, together with his/her register number preceded by the Roman capital letter E.

(2) Rubber stamps, identical in size, design and content with the approved seals may be used by the registrant at his/her option.

(3) In addition to the personal seal or rubber stamp, the registered professional engineer shall also affix his/her signature on or through his/her seal and place the original date under the seal, at the minimum, to the original of each sheet in a set of plans, drawings, specifications, estimates, reports and other documents which were prepared by the professional engineer or under the professional engineer's immediate personal supervision.

(A) When revisions are made, the registered professional engineer who made the revisions or under whose immediate personal supervision the revisions were made shall place his/her signature on the same line next to the revision date and give an explanation of the revisions.

(B) On multiple page specifications, estimates, reports, and other documents or instruments not considered to be plans, the registered professional engineer, when more than one (1) sheet is bound together in one (1) volume, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume. Provided further that any of the other sheets which were prepared by, or under the immediate personal supervision of another registered professional engineer be signed, sealed and dated as provided for, by the other registered professional engineer and any additions, deletions or other revision shall not be made unless signed, sealed and dated by the registered professional

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engineer who made the revisions or under whose immediate personal supervision the revisions were made.

(4) Plans, when submitted for the review of others such as clients or permit authorities, shall be signed, sealed and dated. If the plan is not completed, the phrase, "Preliminary—not for construction" or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete. When the plan is completed, the phrase "Preliminary—not for construction" or other disclaimer should be removed or crossed-out and the seal holder shall sign the cancellation of the disclaimer as a revision to the plan.

(5) In the instance of one (1) registrant performing design for other registrants to incorporate into his/her documents, each registrant shall seal, date and sign those documents, using the appropriate disclaimer for clarification of each registrant's responsibility.

(6) The signing and sealing of plans, specifications, estimates, reports and other documents or instruments not prepared by the professional engineer or under his/her immediate personal supervision is prohibited.

Auth: section 327.041, RSMo (Cum. Supp. 1989). Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed April 16, 1986, effective June 28, 1986. Amended: Filed Nov. 1, 1990, effective April 29, 1991.

4 CSR 30-3.040 Registrant's Seal—Land Surveyor

PURPOSE: This rule describes format for personal seal of a registered land surveyor.

(1) Each registered land surveyor, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal, and Registered Land Surveyor on the lower part and within the inner circle shall appear the name of the registrant, together with his/her register number preceded by the Roman capital letters LS.

(2) Rubber stamps, identical in size, design and content with the approved seals may be used by the registrant at his/her option.

(3) In addition to the personal seal or rubber stamp, the registered land surveyor shall also affix his/her signature on and through his/her seal, and place the original date under the seal, at a minimum, to the original of each sheet in a set of plats, surveys, drawings, specifications, estimates, reports and other documents or instruments which were prepared by the land surveyor or under the land surveyor's immediate personal supervision.

(A) When revisions are made, the registered land surveyor, who made the revisions or under whose immediate personal supervision the revisions were made, shall place his/her signature on the same line next to the revision date and give the explanation of the revisions.

(B) On multiple page specifications, estimates, reports and other documents or instruments, not considered to be plans, the registered land surveyor, when more than one (1) sheet is bound together in one (1) volume, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume. Provided further that any of the other sheets which were prepared by, or under the immediate personal supervision of another registered land surveyor be signed, sealed and dated as provided for, by the other registered land surveyor and any additions, deletions or other revisions shall not be made unless signed, sealed and dated by the registered land surveyor who made the revisions or under whose immediate personal supervision the revisions were made.

(4) Plans, when submitted for the review of others such as clients or permit authorities, shall be signed, sealed and dated. If the plan is not completed, the phrase, "Preliminary—not for construction" or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete. When the plan is completed, the phrase "Preliminary—not for construction" or other disclaimer should be removed or crossed-out and the seal holder shall sign the cancellation of the disclaimer as a revision to the plan.

(5) The signing and sealing of plats, surveys, drawings, documents, specifications, estimates, reports and other documents or instruments not prepared by the registered land surveyor or under his/her immediate personal supervision is prohibited.

Auth: section 327.041, RSMo (Cum. Supp. 1989). Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed April 16, 1986, effective June 28, 1986. Amended: Filed Nov. 1, 1990, effective April 29, 1991.